

Reimbursement Tips for 2016 City of Cleveland RNC

All expenses incurred as described in the Memorandum of Understanding (MOU) and Estimate Cost Forms (ECF) are eligible for reimbursement. The costs initially provided were estimates and require documentation for final approval and reimbursement.

Note: Credit card statements are not considered a valid document for the purposes of reimbursement.

Cost categories and examples of eligible expenses under each cost category are as follows:

1. Personnel

Eligible Costs: Regular time salary, overtime salary and fringe benefits.

Documentation: Three sets of documentation are required:

a. *Outside Agency Tracking Form.* These forms were signed off on by the officers during the event and in the possession of the City of Cleveland (City). If you are in possession of any of these timesheets, please provide them to the City as soon as possible.

b. *Daily work records/work logs, time and attendance records, payroll registers.*

This includes whatever your typical system is to track payroll. This will be submitted as part of the reimbursement package. These records will be reconciled against the timesheets in order to approve final reimbursement. For this reason, these records should show information such as hourly rates, number of hours worked, total amount of personnel expense, etc.

c. Final payroll costs submitted with reimbursement request (*Reimbursement of Personnel Costs Worksheet – Outside Agencies and Reimbursement Request Form*).

2. Travel

Air Travel

Eligible Costs: Airfare and baggage fees.

Documentation: Receipt from airline or travel agent indicating name of traveler, dates of travel and total cost of ticket; receipt from airline indicating name of traveler, dates and cost of any baggage fees assessed; and boarding passes.

Ground Transportation

Eligible Costs: Contract cost of rental vehicles or buses; highway and bridge toll fees; cost of transportation to and from airport in your home state; mileage at rate up to \$0.54/mile for all vehicles (\$0.51/mile for motorcycles).

Documentation: Rental vehicle contract indicating name of renter, rental dates highway and bridge toll receipts; Google map showing vehicle route to and from Cleveland.

3. Lodging

Eligible Costs: Per-diem lodging rates utilizing federal GSA rates of the zip code of where you are staying.

Documentation: Original receipts for lodging showing a “zero” balance.

4. Meals

Eligible Costs: For travel days (meals were provided in Cleveland) per-diem meal rates utilizing federal GSA rates: \$51.75 pro-rated for first and last day of travel, \$69.00 pro-rated for additional travel days (if applicable) based on when you arrive in Cleveland. Meals provided once in Cleveland.

Documentation: Travel documentation (see above) to document days of travel for meal reimbursement at per diem rate.

Note: Travel day meal per diems will not be reimbursed for outside agencies that are within 300 miles of Cleveland.

5. Equipment

Eligible Costs: Maintenance and operating costs (mileage rates) for vehicles and machinery required to perform the mission. Below are the categories of costs that are reimbursable:

- a. Motorcycles – Reimbursed at \$0.51/mile. This includes fuel.
- b. Costs for vehicle while in Cleveland *if* requested by City of Cleveland Commander to use vehicle during RNC. Reimbursed at \$0.54/mile – this includes fuel.

Documentation: Copies of log sheets that indicate the dates, hours, and number of miles that the equipment was in use.

6. Commodities

Eligible Costs: Consumables and other supplies and materials that are necessary to perform the mission as described and approved in the MOU and ECFs.

Documentation: Receipts for purchases and records substantiating need for purchases.

7. Other

For any additional requested costs that are not mentioned above or within your agency's MOU and ECFs, please notify the City of Cleveland as soon as possible and we will review these items as needed.